



Tennessee Migrant Education Program Occupational Surveys (OS) Protocol

Background

The Tennessee Migrant Education Program (TN MEP) is a federally funded program, under Title I, Part C, that funds high quality education programs for migratory children. Student eligibility is determined through an interview with the family conducted by a member of the TN MEP Identification and Recruitment (ID&R) team. To meet the requirement to identify potential migratory students and/or families, local educational agencies (LEAs) must have families complete and return an Occupational Survey (OS) each year as part of the registration process.

The OS is one of the first steps in identifying eligible TN MEP students but is not the final determination of eligibility. The OS is important as it provides initial information that is given to the ID&R team who then conducts a thorough interview of the family. The ID&R team makes a final determination of eligibility based on information gathered in the interview and recorded in the Certificate of Eligibility. If there are other students that you think may qualify, but were not flagged by the responses on the administered OS, you may always send the student's information through our [referral form](#).

The following steps outline the protocol for the use of Occupational Surveys for the TN MEP.

Occupational Survey Completion Steps

- LEA obtains blank copies of the most current OS form from the program manager at the State or from the [TN-MEP website](#).
- LEA includes a copy of the OS in each enrollment packet. The survey can be shared and collected via paper document or digitally.
- Every student/family in every LEA of Tennessee must complete an OS every year.
- LEA staff are encouraged to assist families with the completion of the OS.
- After the student/family completes the OS, it should be forwarded to the LEA for submission and documentation. See instructions for OS submission below.
- LEA retains only the most recent completed OS for each student in every student's record.

Occupational Survey Submission

- Schools ensure the form is completed entirely if there is a "Yes" to Question 1. If the form is not fully completed, the form shall be completed with information in the school system such as phone number, address, email address, etc.
- The LEA migrant liaison submits all OS that meet the following conditions to the ID&R Team through TNMigrant.
 - All OS with "Yes" answers to both questions.
 - OS that may not have answered "Yes" to Question 2, but there are other signs that indicate the family may qualify. For example, the form might indicate the following:



- The family wrote that they moved to the area within the past 3 years.
- The answer to question 2 is left blank.
- The LEA liaison or school staff indicate the family might qualify for the MEP.
- The family is new to the school district, even though they didn't indicate they moved.
- Any other indications that the family might qualify for the MEP
- Do not submit the OS to the ID&R Team if they answer "No" to Question 1.
- Upload OS to the Resources section of tn.msedd.com. Upload instructions are listed below.
 - If one family submits multiple OS for multiple children, please submit these forms together in one file, or otherwise mark that the different OS are from the same family.
 - Within the Resources section, navigate to the appropriate county folder.
 - Within the county folder, select the "Occupational Surveys" folder.
 - Upload all completed OS to the "Occupational Surveys" folder.
 - Please label all OS according to the following pattern: *County Name, Date*.

Occupational Survey Investigation

- After the ID&R Team receives the OS from tn.msedd.com, the survey will be documented in the ID&R Log for investigation.
- Investigating an OS requires recruiters to:
 - Conduct four outreach attempts to the family. The four outreach attempts must include, but are not limited to, at least two of the following:
 - Home visit
 - Phone call
 - Text Message
 - Liaise with the school that sent the OS
 - When investigating an OS in person, a hard copy will be on hand for reference. Many families will not remember filling out the form and showing it to them will increase trust with the family.
- All OS are expected to be investigated and resolved within one calendar month of the date they are sent to the designated recruiter. In order to be resolved, an OS must be determined to be one of the following:
 - **Does Not Qualify (DNQ):** The recruiter determined that the family does not qualify for the MEP through an eligibility interview on the phone or in person.
 - **Certificate of Eligibility (COE):** The recruiter completed a COE on the family listed in the OS.
 - **Moved Out of State:** The recruiter determined that the family moved out of state.
 - **Cold:** The recruiter has conducted four attempts using at least two different methods to contact the family. If the lead is considered "cold," additional contact attempts are temporarily halted so that OSs not yet investigated can be pursued.



- The recruiter must make and log at least four attempts to contact the family before indicating that the lead is “cold.” Once all current OS have been investigated, the recruiter will return to “cold” surveys for further investigation.

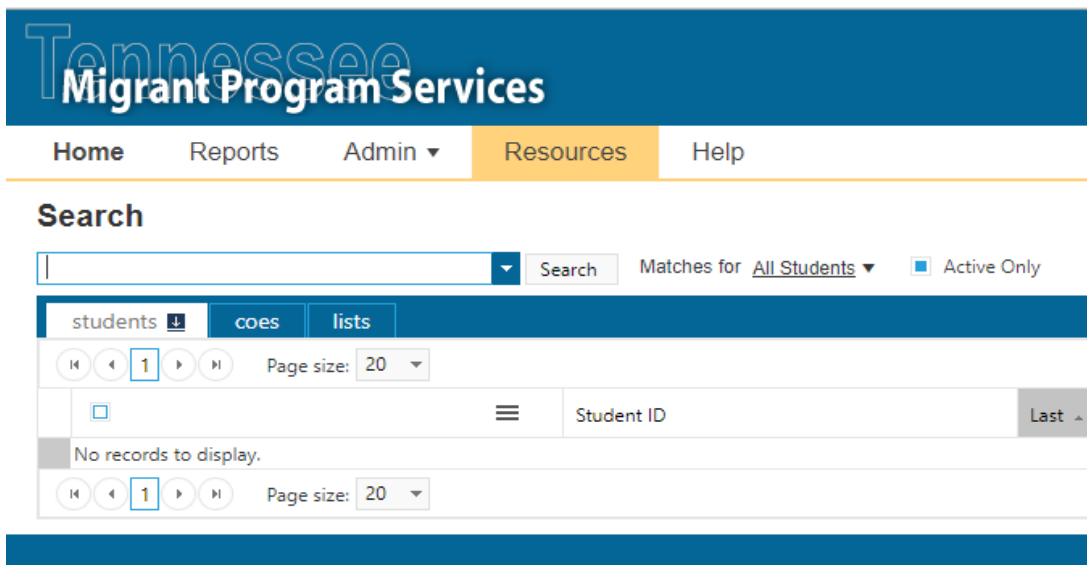
Occupational Survey Investigation Documentation

- Each time a recruiter attempts to contact a family from the OS, the contact is logged in the ID&R Log form.
 - If the recruiter is successful in contacting the family, the results of the conversation will be posted in the ID&R Log. These results will include:
 - Does Not Qualify (DNQ)
 - Certificate of Eligibility (COE)
 - Moved Out of State
 - Any other pertinent information regarding the OS
- All OS entries into the ID&R Log will be documented in the OS Log in Google Drive and Google Data Studio. This will help keep track of which OS are unresolved and which ones resulted in a DNQ, COE, moved out of state, or cold.

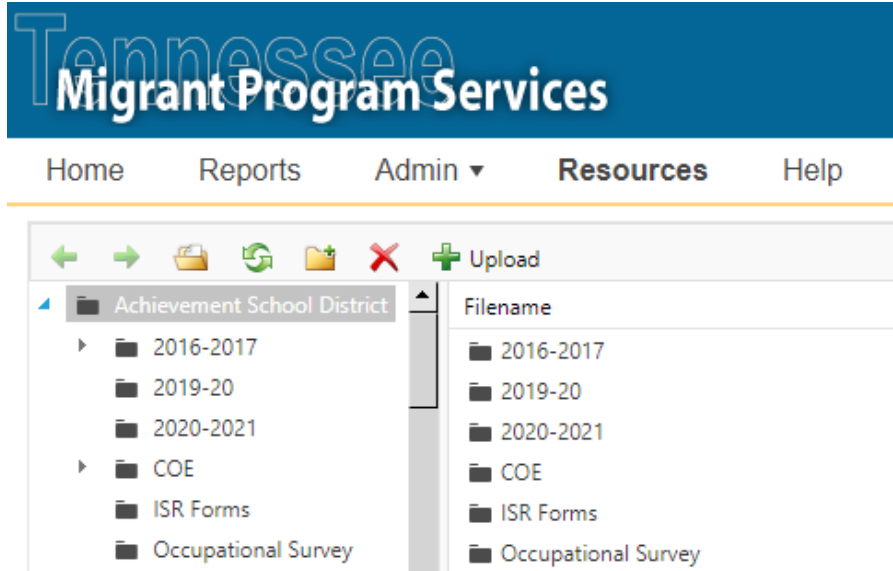
Occupational Survey Upload Instructions

The purpose of the TNMigrant website is to safely exchange student data to and from MEP personnel and school districts. Use the following instructions to upload an OS to the ID&R Team.

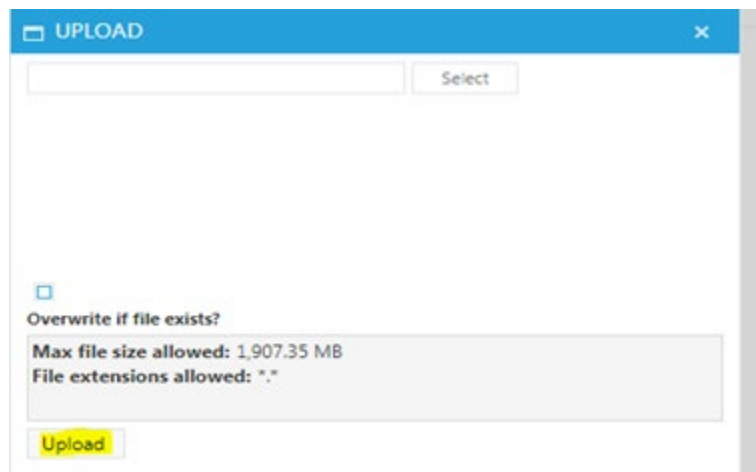
1. Go to <https://tn.msedd.com/Framework/Login.aspx>.
2. Once logged in, you want to make sure you are under the **Resources** tab.



3. You should see a folder with your LEA name and subfolders.



4. Double click on the Occupational Survey folder to view or make uploads.
5. To upload documents, select the green plus sign icon. A window will open - select a file from your computer then click "Upload" at the bottom.



Your file should now be visible in the selected folder. The ID&R Team will take the OSs from the folder, add them into their work queue and determine eligibility.

Questions?

- Contact the ARS ID&R team at idr@tn-mep.net



Occupational Survey (OS) Download Instructions

Use the following instructions to download an OS for the ID&R Team to follow up with.

1. Receive email titled "MIS 2000 File Uploaded" from support@msedd.com.
 - a. This email is automatically generated every time an OS is uploaded to tn.msedd.com and sent to the ID&R Team for follow up.
 - b. This email indicates the name of the OS that was uploaded, it indicates what district sent the survey and what staff member uploaded the survey



1. To view the OS, go to tn.msedd.com



The screenshot shows the 'Tennessee Migrant Program Services' website. The navigation menu includes Home, Reports, Admin, Resources, and Help. The 'Resources' tab is selected. Below the navigation is a search bar with a dropdown menu, a 'Search' button, and options for 'Matches for All Students' and 'Active Only'. Below the search bar are tabs for 'students', 'coes', and 'lists'. The 'students' tab is active, and the page size is set to 20. The results section shows 'No records to display.' and a 'Student ID' column header.

2. Once logged in, you want to make sure you are under the **Resources** tab.
3. You should then navigate to the district folder indicated in the automated “MIS 2000 File Uploaded” email.

The screenshot shows the 'Tennessee Migrant Program Services' website with the 'Resources' tab selected. Below the navigation menu is a file explorer interface. The 'Achievement School District' folder is expanded, showing subfolders for '2016-2017', '2019-20', '2020-2021', 'COE', 'ISR Forms', and 'Occupational Survey'. The 'Occupational Survey' folder is highlighted, and its contents are displayed in the right pane, including '2016-2017', '2019-20', '2020-2021', 'COE', 'ISR Forms', and 'Occupational Survey'.

4. Double click on the Occupational Survey folder to view the surveys that have been submitted.
5. Double click on the OS to download it.
6. Copy the following fields from the OS to the [ID&R Leads spreadsheet](#)
 - a. Survey ID: Create the Survey ID based on what has previously been entered
 - b. Date
 - c. Recruiter: Input the name of the “Recruiter” based on this map



- d. District/County
 - e. Student Name
 - f. School
 - g. Language
 - h. Address
 - i. City
 - j. Zip
 - k. Moved?
 - l. Work?
 - m. How Long?
 - n. Comments
7. Rename the OS according to the Survey ID and place it into the appropriate county's folder in the [Survey PDFs folder](#).

Frequently Asked Questions

What is the Occupational Survey?

The Occupational Survey is a screening tool given to families to determine if a child should be considered for identification as a migratory student.

Why do we have to give out the Occupational Survey?

Each State Education Agency is responsible for the identification and recruitment of all eligible migratory children in the state. The Occupational Survey is a tool that Tennessee uses to meet state requirements and correctly identify and recruit all eligible migratory children residing in Tennessee.

May the Occupational Survey be included in a packet of information provided to new students?

Yes. This would be an efficient method for assuring that all new students receive the survey. Monitoring teams from the state may ask to see the information packet given to students new to the district in order to confirm that the survey has been distributed.

To whom do I send completed surveys?

All surveys with a "yes" answer to the question regarding qualifying work should be sent to the District Migrant Liaison and uploaded to the TNMigrant secure server site (tn.msedd.com) upon receipt.

Do I have to keep a copy of the completed survey in the student's file?

Yes. The Occupational Survey is included as part of the state monitoring instrument and should be kept for one year for state monitoring purposes. Completed Occupational Surveys may be kept in



the student cumulative files at the building level or in a file in a centralized location, such as the district office.

What if the parent does not want to complete the survey?

Ultimately, as with any survey, the parent may make the decision not to complete and return the information. It is possible that out of fear or lack of understanding of how the information provided may be used, a parent may be reluctant to provide information. Every effort should be made to collect completed surveys for the purposes of identifying potential migratory students and assisting the state in its compliance with ESSA responsibilities. It is assumed that some parents will return the surveys and these will be verified during state monitoring team visits.

Are parents allowed to complete the Occupational Survey electronically?

Yes, parents may complete the survey in either a paper format or electronically.

Who should I contact if I suspect that a student is migratory?

Contact the Tennessee Migrant Education Program ID&R Team at idr.team@tn-mep.net